

# Expiration Notification and Steps to Re-verify CVE Helping You Factsheet



*CVE attempts to make contact with firms via email 120, 90 and 30 days prior to the firm's verification expiration and via phone call 30 days prior to verification expiration.*

**ISSUE:**

To ensure firms receive ample time and notification to complete the Re-verification process the Center for Verification (CVE) and Evaluation provides email and phone call reminders prior to a firm's verification expiration. Additionally, an overview of the Re-verification process is provided.

**DISCUSSION:**

CVE instituted expiration notification reminders which surpass regulatory requirements. Expiration notification emails are sent to firms' email address listed on the [Vendor Information Pages](#) (VIP) profile. These email reminders are sent to firms 120, 90, and 30 days prior to its verification expiration. Additionally firms are contacted via telephone 90 days prior to its verification expiration. If the Veteran-owner is not available to take the telephone call, a voicemail is left.

Re-verification applications will be reviewed to ensure any updated documentation required (e.g., tax returns for the last two years, license and/or lease renewals, most recent board minutes, etc.) are provided.



## U.S. Department of Veterans Affairs

Office of Small and Disadvantaged Business Utilization

Center for Verification and Evaluation (CVE)

VetBiz.gov

The process for submitting a Re-verification application is as follows:

- ☑ The re-verification request is completed online via the VetBiz website.
- ☑ Login to VIP.
- ☑ Under Actions in the Account Summary, select **"Reverify."**
- ☑ After updating owner information and **signing a new VA Form 0877**, review the previous application and provide all mandatory documentation as depicted in the [document matrix](#) listed on the VETBIZ Website.
- ☑ Once the "Submit" link has been clicked, the affirmation questions will verify any changes that have occurred since the last application.
- ☑ CVE may **request supporting documentation and conduct a site visit**
- ☑ If a re-verification application is denied, the firm is eligible to submit a Request for Reconsideration.

A verified applicant that submits a re-verification application will remain visible in VIP. **If the firm's verification expires while in the re-verification process, it will no longer be visible in VIP.** Firm's not submitting document(s) when requested during Re-verification will result in their application being withdrawn. These firms can reapply immediately. If time remains on the current verification period, CVE withdrawing the Re-verification application will not impact the current verification period.

The best way to increase a company's approval chances is to consult a [CVE Certified Verification Assistance Counselor](#), utilize CVE's [Verification Assistance Program](#), read the [Verification Assistance Briefs](#), and utilize the [Verification Self-Assessment Tool](#). Visit

<http://www.VetBiz.gov> for more information about CVE and the Verification Process.

### Help Us Help You

- ★ *You can begin the re-verification process 120 days prior to your current verification expiration. Start early! Gather and upload the necessary documents prior to submitting a re-verification application.*
- ★ *You are encouraged to start re-verification no later than 60 days prior to the current verification expiration to avoid a lapse in your verification status. Firms whose verification has lapsed will not be visible in VIP, unless a Re-verification application has been submitted.*
- ★ *Use a CVE Certified Verification Assistance Counselor*
- ★ *Check your VIP profile periodically to ensure email address and phone numbers are correct.*
- ★ *Check your spam folder to ensure emails from CVE are not being redirected there.*



(866) 584-2344  
Monday - Friday  
8:00am to 8:00pm (Eastern)



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*VetBiz.gov*

Status Update:

[verificationfollowup@va.gov](mailto:verificationfollowup@va.gov)

Profile Questions:

[vip@va.gov](mailto:vip@va.gov)

